

LANGUAGE ACCESS ADVISORY COUNCIL (LAAC) MEETING MINUTES

Department of Labor and Industrial Relations
Director's Conference Room 320
830 Punchbowl Street, Honolulu, Hawai'i, 96813

Wednesday, August 10, 2016
9:30 a.m. – 11:00 a.m.

PRESENT: Vacant, Chair; Vacant, Vice-Chair; Helena Manzano, Ex-officio; Cathy Simmons for Bill Hoshijo, Ex-officio; Kurstin Chun for Francine Wai, Ex-officio; Melba Bantay; Linda Nuland-Ames; Patricia Harpstrite; Tina Takashy; Cari Uesugi; Suzanne Zeng

EXCUSED: Terrina Wong, Interim Chair

GUESTS/STAFF: Rebecca Gardner (OLA); Gail McGarvey (OLA)

AGENDA ITEM	DISCUSSION
1. Call to Order	Meeting was called to order at 9:40 am with quorum by Helena Manzano, Executive Director. Terrina Wong, interim chair, had an excused absence as she was attending a company retreat.
2. Welcome and Introductions	The ED welcomed everyone. The neighbor island council members attended by conference call.
3. Approval of Minutes of June 29, 2016 meeting	Motion to approve the minutes of June 29, 2016, was made by Sue Zeng and seconded by Melba Bantay.
Minutes approved	Motion was carried to accept the minutes.
4. Executive Director's Report Updates/Activities	Executive Director (ED) Helena Manzano, gave an oral report. <ul style="list-style-type: none">• Biennial Budget. ED has been working on submitting its biennial budget; we are requesting for OLA staffing positions.• Boards & Commissions. No updates or applications on LAAC vacancies from B & C.• Civil Beat. OLA staff was interviewed by Civil Beat reporter Anita Hofschneider in August. The article is about the settlement of a discrimination complaint involving language access against the Hawaii Public Housing Authority.

	<ul style="list-style-type: none"> ○ Sue Zeng, who saw the late night news coverage about Hawaii Public Housing Authority said that it brought out Hawaii's language access law. She also said that the couple would have had to sign a waiver but the waiver was in English. The council discussed waiver of rights forms, its pros and cons. Some forms erroneously state "...to bring your own interpreter". ○ Sue Zeng said there was also coverage on the news regarding a criminal case resulting in a retrial because the accused did not have an interpreter. ● Radio spots. ED asked if anyone on the council would be interested in doing radio spots in late August about language access. ● About 10:05 am Tina Takashy's call was dropped. Temporarily lost quorum while we called her and reconnected her to the conference call. ● Radio interview. ED asked the council members to volunteer to be interviewed on Ethnic Radio on language access between now and September. Tina Takashy will air on Chuukese station.
5. Report of the Interim-Chair	Interim Chair had an excused absence and no report was provided given the focus on conference planning.
6. Items for Discussion	<p>PIG Language Access Conference. It will be held on September 22 & 23, 2016, at the Manoa Grand Ballroom, Japanese Cultural Center. This year marks 10 years since the passage of Hawaii's language access law. The conference theme is "10 years of Language Access in Hawaii: Looking Back, Forging Ahead".</p> <ul style="list-style-type: none"> ○ Invitations sent out to mainland speakers and confirmed. ○ Guest speakers, Senator Chun-Oakland confirmed. ○ Local VIPs, congressional delegates, some answers still pending ○ Hawaii State Judiciary's website has received national recognition for their best use of technology to improve access to the courts especially for LEP individuals. Judge Recktenwald has been invited as a guest luncheon speaker on the first day. ○ Gerald Ohta suggested that we recognize a local organization for their efforts in honor of the 10th year anniversary. ○ ED encouraged council to register online for the conference. ○ Gail McGarvey will handle inter-island travel for the neighbor island LAAC members who would like to attend the conference.

<p>Motion accepted</p>	<ul style="list-style-type: none"> ○ As the conference draws closer the Conference Planning committee will assign jobs for LAAC members who have time to volunteer. <p>PIG Language Access Month. Goal is for OLA to be interviewed on the radio; to have LAAC members volunteer to be on the program; a script has been drafted for an interview about language access.</p> <ul style="list-style-type: none"> ○ Public Service Announcements (PSA) to be recorded, translations will be made by Ethnic Education Foundation of Hawaii (EEFH). ○ Becky Gardner brought up the discussion to make a PIG Language Access Month part of the PIG Conference Planning Committee. Pat Harpstrite made the motion to fold Language Access Month into the PIG Conference Planning, incorporating within the scope of the PIG Language Access Conference Planning and Public Awareness Campaign. Kurstin Chun seconded the motion. <p>OLA Brochures and Forms. (Samples of brochures were distributed to the council.) OLA is getting quotes for translations. There will be two types of the brochures: 1) one for the LEP public, simple language with simple explanations, in 10-15 languages with a detachable “I Speak...” card and 2) one for agencies in English with a detachable “Point to your language if you need an interpreter...” The council members provided comments and inputs about the brochures.</p> <ul style="list-style-type: none"> ○ Languages were selected using the data reported, on the top languages spoken from the State DBEDT report that just came out. ○ Kurstin Chun asked about the reading proficiencies and if the LEP public will be able to read the brochures. She suggested making brochures using audio as a medium. ○ ED said there are some difficulties in making the translations to match the literacy level; will create different versions to reach as many different levels. ○ Sue Zeng based on her experience as an interpreter/translator says the phrase “What is meaningful access” cannot be interpreted. ○ ED says we will go ahead with the initial translations, see how it is received – and be open to making changes. ○ Kurstin Chun suggested creating a YouTube audio/visual OLA “brochure”. <p>LAAC Manual. OLA is updating and revising its LAAC manual for new members as well as existing members. A draft LAAC manual was passed around for the council to look at. We are asking for photos and updating bios for the OLA website.</p>
<p>7. Agenda Items for Next Meeting</p>	<ul style="list-style-type: none"> ● Nominate an Interim Vice-chair.
<p>8. Announcements</p>	

	<ul style="list-style-type: none"> • IAC (Inter-Agency Council) meeting on Wednesday, September 28, 2016 @ 2:30 PM at Susannah Wesley Community Center. • Next month's LAAC meeting will be on Wednesday, September 07, 2016 @ 9:30 am, Director's conference room 320. DLIR. • PIG Conference Planning committee will meet at 9:00 AM before the LAAC meeting on Wednesday, September 07, 2016.
9. Adjournment	The ED adjourned the meeting at 11:30 am.

Respectfully submitted by: Gail McGarvey